

**THE ARIZONA EARLY INTERVENTION PROGRAM  
FAMILY COST PARTICIPATION  
FACT SHEET**

**1. WHAT IS FAMILY COST PARTICIPATION?**

Family Cost Participation is a new requirement for the Arizona Early Intervention Program (AzEIP) to help AzEIP extend its limited financial resources. If the income of a responsible person and the infant or toddler receiving early intervention services is higher than a certain amount, the responsible person and infant or toddler will be required to share in the State's costs for the early intervention services provided to the family.

**2. WHO IS THE RESPONSIBLE PERSON?**

The responsible person is the (a) biological or adoptive parent(s) who is/are the primary custodian(s) of the child, or (b) guardian of a child receiving early intervention services through the AzEIP Service Providing Agencies. The AzEIP Service Providing Agencies are (a) the Arizona State Schools for the Deaf and the Blind (ASDB), (b) the Department of Economic Security, Division of Developmental Disabilities (DES/DDD), and (c) DES, Arizona Early Intervention Program (DES/AzEIP).

**3. WHEN WILL FAMILY COST PARTICIPATION GO INTO EFFECT?**

The policy will go into effect November 1, 2010 for certain early intervention services (see question 12) provided on or after November 1, 2010.

**4. HOW WILL I KNOW IF I WILL HAVE TO PAY FEES?**

Your family size and the income of the responsible person(s), and, if applicable, the income of the infant or toddler receiving early intervention services, determines if Family Cost Participation will affect your family. Income and family size are compared to the Federal Poverty Guidelines (FPG), which is the official income level for poverty established by the United States Department of Health and Human Services. If your income is 200% or more than the FPG for your family's size, you will be required to pay a portion of the State's cost for certain early intervention services provided to your family. If income is 199% or less than the FPG for your family's size, you will not be required to participate in the cost of your family's early intervention services.

Family cost participation does not apply to services provided to children who are:

- enrolled in the Arizona Long Term Care System (ALTCS); or
- currently in the legal custody (child protective services) of the Arizona Department of Economic Security (DES), a tribe, or another state's child welfare agency.

**5. WHAT ARE THE STATE'S COSTS FOR WHICH I MIGHT BE CHARGED?**

Family Cost Participation applies to early intervention services paid for, in part or whole, by ASDB, DES/DDD, or DES/AzEIP.

Family Cost Participation does not apply to services paid for by other private or public programs, such as a family's private health insurance or Medicaid.

Insurance may lower the State's costs for providing early intervention services and therefore lower the responsible person's share of the cost under Family Cost Participation. If a responsible person provides consent to bill their insurance for covered services, and insurance pays for some or all of the service, the cost to the State and the fee for the responsible person is lowered or eliminated. Family Cost Participation does not apply to services that AzeIP is obligated to provide at no cost under Federal law.

**6. HOW IS INCOME DETERMINED?**

Income is the Federal *adjusted gross income* listed on the most recent Federal income tax return filed with the Internal Revenue Service (IRS). If a Federal income tax return was not filed, one of the following must be submitted:

- W-2 forms for each responsible person and, if applicable, the infant or toddler receiving early intervention services
- Pay stubs for four (4) pay periods in a row
- U.S. Estate or Trust Tax Form 1041
- Proof of unemployment
- Other financial information that verifies income
- If the above is not available, documents showing current enrollment in specific Arizona Health Care Cost Containment System (AHCCCS) programs, Women, Infants and Children (WIC) or Supplemental Nutrition Assistance Program (SNAP) will be accepted.

**7. HOW IS FAMILY SIZE DETERMINED?**

Family size is defined by the IRS to be the number of family members including parent, spouse, and dependents. A dependent is someone who meets all of the following criteria:

- (1) is the son, daughter, stepchild, foster child, brother, sister, stepbrother, stepsister or a descendant of any of them;
- (2) is under the age of 19, OR under the age of 24 and a student, OR any age and permanently and totally disabled;
- (3) did not provide over half of his or her own support last year;
- (4) is not filing a joint income tax return; and
- (5) lived with responsible person(s) for more than half of the year.

**8. HOW WILL THE STATE DETERMINE WHAT PORTION THE RESPONSIBLE PERSON MUST PAY?**

The responsible person's portion, or percent to pay, is determined using the enclosed *Percent to Pay Table*.

**9. WHAT FORMS DO I HAVE TO SUBMIT?**

The responsible person must submit the:

- (1) Financial Information Form; and
- (2) Individualized Family Service Plan (IFSP) Addendum.

If these forms are not returned before October 20, 2010, the responsible person's percent to pay will automatically be 100% of the State's costs for early intervention services provided on or after November 1, 2010.

**10. WHAT FORMS DO I HAVE TO SUBMIT IF I LOOKED AT THE PERCENT TO PAY TABLE AND I WILL NOT HAVE TO PAY FEES?**

If your percent to pay will be zero, you must still submit (1) the Financial Information Form and (2) IFSP Addendum before October 20, 2010. If you would like to keep your early intervention services as they are, initial the first option in the IFSP Addendum and sign the bottom of the page. Your services will continue as written on your IFSP.

**11. WHAT SERVICES ARE FREE OR AT NO COST?**

Fees will not be charged for the following early intervention services:

- (1) any of the activities related to initial referral to AzEIP, determining a child's eligibility or developing the Individualized Family Service Plan, or IFSP;
- (2) evaluation and assessment (to determine if a child is eligible for services/supports and to identify strengths and needs in order to plan appropriate services);
- (3) service coordination; and
- (4) administrative and coordination activities related to:
  - a. development, review, and evaluation of IFSPs;
  - b. transition conferences;
  - c. implementing procedural safeguards, including dispute resolution; and
  - d. teaming activities on behalf of a family.

**12. WHAT SERVICES ARE SUBJECT TO COST PARTICIPATION?**

Fees apply to the following services:

- (1) assistive technology devices and assistive technology services;
- (2) audiological services;
- (3) family training, counseling, and home visits;
- (4) health services necessary to enable the infant or toddler to benefit from the other early intervention services;
- (5) medical services only for diagnostic or evaluation purposes;
- (6) nursing services;
- (7) nutritional services;
- (8) occupational therapy;
- (9) physical therapy;
- (10) psychological services;
- (11) special instruction (including parent advisors);
- (12) speech-language pathology;
- (13) social work services;
- (14) vision services; and
- (15) any other service paid for by an AzEIP Service Providing Agency and provided in accordance with the IFSP.

**13. WHAT IF I WANT TO CHANGE THE EARLY INTERVENTION SERVICES MY FAMILY RECEIVES?**

You can change the early intervention services that your family receives in one of two ways.

- You may withdraw or change your consent for any of the early intervention services your family currently receives by completing the enclosed Individualized Family Service Plan (IFSP) Addendum; or
- You may contact your service coordinator and ask for a review of your IFSP. The IFSP team will review your priorities and IFSP outcomes, and, if appropriate, change the services or service frequency on your IFSP. **If you want the changes to be in place before fees are charged, you and your IFSP team must change your IFSP no later than October 31, 2010.** Fees will be applied to the IFSP services provided on or after November 1, 2010.

**14. WHAT IS THE INDIVIDUALIZED FAMILY SERVICE PLAN (IFSP) ADDENDUM?**

The IFSP Addendum will be added to your IFSP to show that you acknowledge that Family Cost Participation may require you to share in the State's costs for the early intervention services provided to your family, and that you choose to:

- (a) keep the same services that your family currently receives, or
- (b) withdraw your consent for certain services or the frequency of services; or
- (c) withdraw your consent for all service(s) that may have a cost.

The option you select on the IFSP Addendum will go into effect on October 31, 2010. Fees will be applied to the specific IFSP services provided on or after November 1, 2010.

Please note that the IFSP Addendum cannot be used to add a new service or increase frequency of a service(s). These kinds of changes require the IFSP team to meet. Please contact your service coordinator if you would like the IFSP team to meet and/or you would like to request a copy of your current IFSP.

**15. WHAT IF I CHOOSE NOT TO PROVIDE MY FINANCIAL INFORMATION?**

Please show on the Financial Information Form and the IFSP Addendum that you choose not to share your financial information. If financial information is not provided within the required timeline, the responsible person will have to pay **100% of the State's costs** for the early intervention services to which fees apply. If you prefer, you may choose to (a) receive only services that are free, or (b) withdraw from the early intervention program by completing the enclosed IFSP Addendum.

A Financial Information Form and IFSP addendum must be completed for each child receiving early intervention services, regardless of the responsible person(s)' income or intent to submit financial information.

**16. WHAT IF I HAVE MORE THAN ONE CHILD RECEIVING EARLY INTERVENTION AND/OR OTHER SERVICES THROUGH DES/DDD?**

If a responsible person has two or more children under the age of eighteen enrolled in early intervention or other developmental disability programs and services subject to cost participation through DES/DDD, the percent to pay will only be applied to the costs for the child whose services are most expensive. The responsible person will be asked to provide consent, if needed, for each service providing agency to share records to determine which child's services will be subject to Family Cost Participation. Fees will not be applied to the services provided to the other child(ren) in the same family.

- Example 1: a family may have a thirteen year old child receiving services through DES/DDD and an infant receiving early intervention services through ASDB. The two children would be considered "participating" children. If the responsible person consents, ASDB and DDD would share information, to determine which child's services the responsible person must pay for.
- Example 2: a family has twins receiving early intervention services from one or more of the AzEIP Service Providing Agencies (ASDB, DES/DDD or DES/AzEIP). The two children would be considered "participating children," and the responsible person will only share in the costs for the child whose services cost the most.

**17. WHAT SHOULD I DO IF THERE IS A CHANGE IN MY FINANCIAL INFORMATION?**

If income or family size changes, the responsible person should submit a new Financial Information Form as soon as possible. Copies of this form may be obtained through your AzEIP Service Providing Agency or online at [www.azdes.gov/azeip](http://www.azdes.gov/azeip).

**18. WHERE IS FINANCIAL INFORMATION SENT?**

The responsible person should submit the Financial Information Form and, if appropriate, Income Verification documentation, and the IFSP Addendum to their AzEIP Service Providing Agency (see addresses in Answer #21). If needed, the family's Service Coordinator can confirm which AzEIP Service Providing Agency(ies) is appropriate.

**19. WHEN WILL A FAMILY BE BILLED?**

The responsible person will receive a bill after services have been provided and paid for by the State. Early intervention providers bill the State for services provided the previous month, unless an insurance claim is pending. If insurance is billed, the early intervention provider may wait several months for insurance to pay or deny payment. The early intervention provider bills the State for the amount unpaid by insurance, and the State pays the provider the following month. Therefore, a responsible person may not be billed for his/her portion of the State's costs for several months after the service is actually provided when insurance is used.

**20. WHAT SHOULD I DO IF I AM ASSIGNED A PERCENT TO PAY, BUT HAVE EXTRAORDINARY EXPENSES THAT MAKE IT EXTREMELY DIFFICULT FOR ME TO SHARE IN THE COSTS OF SERVICES?**

A responsible person may request that his/her percent to pay be adjusted due to hardship by sending a written request to the AzEIP Service Providing Agency that serves the family. Hardship is an extraordinary circumstance that affects a responsible person's financial situation. Examples include unreimbursed medical expenses, court-mandated payments, or costs associated with the care of an elderly or sick family member who lives outside the home. Supporting documentation must be provided along with the request. A panel from ASDB, DES/DDD, and DES/AzEIP will review the request and respond in writing within 20 business days.

**21. WHAT IF I DISAGREE WITH THE PERCENT TO PAY, A BILL, THE DECISION OF HARDSHIP OR ANOTHER DECISION RELATED TO FAMILY COST PARTICIPATION?**

- (1) The responsible person may request a Level One review orally or in writing by contacting the AzEIP Service Providing Agency (ASDB, DES/DDD, or DES/AzEIP) with which the responsible person disagrees within ten (10) calendar days of the billing statement or notice of the action/decision in question. The AzEIP Service Providing Agency will issue a written decision within 10 calendar days of the receipt of the request.
- (2) If the responsible person disagrees with the Level One review decision, he/she may request a Level Two review by sending a written request to the AzEIP Service Providing Agency within thirty-five (35) calendar days of the date of the Level One decision. The AzEIP Service Providing Agency will issue a written decision within 30 calendar days from receipt of the request.

The contact information for each AzEIP Service Providing Agency is:

<b>ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND (ASDB)</b>	<b>DES, DIVISION OF DEVELOPMENTAL DISABILITIES (DES/DDD)</b>	<b>DES, ARIZONA EARLY INTERVENTION PROGRAM (DES/AzEIP)</b>
Attn: Finance – Family Cost Participation Coordinator PO Box 88510 Tucson, Arizona 85754 Tel: 520-770-3828 Fax: 520-770-3011	<b>BUSINESS OPERATIONS</b> Attn: Family Cost Participation Coordinator P.O. Box 6123 Site Code 791A Phoenix, Arizona 85005-6123 Tel: (602) 364-1602 Fax: (602) 542-8193	Attn: Family Cost Participation Coordinator 3839 N. 3 <sup>rd</sup> Street, Suite 304 Phoenix, AZ 85012 Tel: (602) 532-9960 Fax: (602) 200-9820

**22. WHAT HAPPENS IF I DISAGREE WITH THE DECISION FROM THE LEVEL ONE AND LEVEL TWO REVIEWS?**

The AzEIP Service Providing Agency's Level Two review decision is final.

**23. WHAT HAPPENS TO MY SERVICES IF I DO NOT PAY MY BILL?**

The failure to pay your share of the cost will result in termination of the services that have a cost. You will be sent written notice prior to the termination of services that will explain your rights.

**24. WHAT HAPPENS IF I RECEIVE A NOTICE OF TERMINATION FOR FAILURE TO PAY MY BILL?**

If the AzEIP Service Providing Agency proposes to terminate your family's early intervention services for failure to pay your bill, it must provide written notice to the responsible person. The notice must explain (a) the proposal to terminate services, (b) the reasons that termination of services is proposed, and (c) the responsible person's right to request and how to request a due process hearing, mediation and/or file a complaint.

**25. WHAT HAPPENS TO MY SERVICES WHEN A REQUEST FOR REVIEW, DUE PROCESS, MEDIATION AND/OR A COMPLAINT IS PENDING?**

When a responsible person requests consideration of hardship, a Level One or Level Two review, due process, mediation and/or complaint, the responsible person may choose to continue receiving early intervention services on the IFSP that are subject to fees and potentially impacted by the hardship decision. If the outcome is in favor of the responsible person, the percent to pay and/or the calculation of costs will be adjusted retroactively. If the outcome is in favor of the AzEIP Service Providing Agency, the responsible person will be obligated to pay the determined fees for services provided during the time of the review.